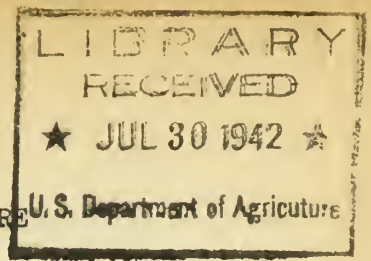


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UNITED STATES DEPARTMENT OF AGRICULTURE
Director of Information
Washington

July 18, 1942

OFFICE OF INFORMATION MEMORANDUM NO. 35

Printing and Binding Allotments for Fiscal 1943

The Agricultural Appropriation Act provides the sum of \$1,300,000 to the Office of Information for Department printing and binding during the fiscal year 1943. This is \$250,011 less than the 1942 appropriation.

The necessity for reducing expenditures under those of the previous year and at the same time accommodating our printing program so that it will most effectively contribute to the wartime work of the Department makes necessary a somewhat different handling of printing allotments than has been used in the past. I reported to the Senate Subcommittee on Appropriations that if our printing appropriations were decreased, our method of adjustment would be to provide first for the procurement of the job printing which is necessary in order to keep the Department's operations going, and of the printing of administrative instructions required in the functioning of the programs; then to allocate the remainder of the funds for the publication printing needs, including popular and technical. To carry on this program, we will make allotments to the bureaus and offices whose printing is financed from the central appropriation of the funds for job work and for the printing of administrative instructions. We will not make allotments for the printing of publications, since major adjustments must be made in this category. Under wartime conditions it seems more efficient to keep the publications funds in one sum.

The job printing allotments will be made on the basis of estimates from the bureaus and offices of their needs for forms, letterheads, and binding. Please submit on the attached sheet estimates of your requirements during fiscal year 1943 for these kinds of job printing. It is urgent that these be kept to the minimum consistent with effective operation and that reductions be made in every case possible as compared with past requirements. If in rare cases an increase appears absolutely necessary, justification should be made for estimates in excess of comparable expenditures in 1942. There will of course be a decrease in binding expenditures for those bureaus whose libraries were consolidated with the Department Library.

Please return the job printing estimates sheet by July 29.

(Over)

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It will be incumbent on the Department this year to adapt its entire publications program not only to the decrease in available funds but to the requirements of the Nation's war program. It's necessary to plan the program so that the essential wartime publications will be financed and non-essential publications completely eliminated. This will require frequent consultations between the bureaus and offices and the Office of Information in order to spell out the detailed publication program for the year and to arrange to meet emergency needs for publications. The Assistant Director of Information in charge of publications and exhibits, Mr. Keith Himebaugh, will be in charge of management of the publications program and to set up the arrangements for consultation among all concerned. The expenditure of the publications funds will be handled so as to effectuate the total Department wartime publications program.

We have requested authority from the Joint Committee on Printing to use \$55,000 for emergency field printing. The usual procedures will be followed in procuring field printing and reporting the expenditures.

A few bureau appropriation items carry independent authority for printing. In other instances bureaus have special funds that are available for printing. Whenever justifiable, these special funds should be employed, but it should be remembered that responsibility for determining the availability of such funds to pay for items of printing rests primarily with the bureaus. This Office will make every effort to assist the bureaus with the details of ordering printing and handling the various funds.

Morse Salisbury
Director of Information

Attachment

BUREAU OR AGENCY

Estimates for Job Printing and Administrative Instructions:

Job Work:

Forms	_____
Letterheads	_____
Binding	_____
Total	_____

Administrative Instructions:

Congressional Documents, B&F	_____
Inventories of Seeds, BPI	_____
Instructions & Information	_____
REA Instructions & Information	_____
Service & Regula- tory Announcements	_____
Other	_____
Grand Total	_____

Justification for estimated expenditures in excess of 1942 expenditures:

1. The first part of the document

describes the general situation of the country

and the results of the survey

conducted in the year 1900

The second part of the document

contains the conclusions of the survey